

FEDERAL DISCRETIONARY GRANTS SECTION

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION PO BOX 480, JEFFERSON CITY, MO 65102-0480

Mathematics and Science Partnership Program

Renewal Application

Project Dates: October 1, 2005 to September 30, 2006



FOR DESE USE	ONLY						EEKSEE	
SIGNATURE OF AUTHORIZED DESE OFFICIAL DATE								
Cray	SIGNATURE OF AUTHORIZED DESE OFFICIAL DATE 10-1-05							
CONTRACTOR OF THE PARTY OF THE	TAL BUDGET B	Y FUNDING CATI	EGORY					
6100: Salaries	6200: Employee Benefits	6300: Purchased Services	640 Mater Supp	rials/	SUBTOTAL	6500: Capitol Outlay	TOTAL	
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NUMBER OF TEAC	HERS TO BE SERVED	DIRECTLY		GRANT '				
120	teachers + 47 adm	60 per Ade	endem	☑ SECO	OND YEAR THII	RD YEAR		
SECTION II - A	PPLYING INSTITI	UTION/ORGANIZ	II NOITA	VFORMA	ATION			
	ITION / FISCAL AGEN	THE RESERVE AND PERSONS ASSESSED.		-				
Northwest Misso	ouri State Universi	ty						
CONTACT ADDRES	SS (STREET ADDRES	S, CITY, STATE & ZII	P-CODE)					
800 University D	Drive, Maryville, Mo	O 64468						
NAME OF CONTAC	т				TELEPHONE NU	MBER		
Dr. Patricia Lucio	do				660 562 1605	660 562 1605		
NONPROFIT STAT	US NUMBER				FAX NUMBER			
10659854			660 562 1188	660 562 1188				
E-MAIL ADDRESS		-						
plucido@mail.nv	wmissouri.edu							
LEAD SCHOOL DISTRICT			COUNTY DISTR	ICT CODE				
North Kansas City School District				024 093				
	T ADDRESS, CITY, S				7. 59			
2000 NE 46th St	treet, Kansas City,	MO 64116-2099)					
NAME AND TITLE						TELEPHONE NUMBER		
Sandra Pettit, Co	oordinator of Fede	ral Programs			816 413 5000			
E-MAIL ADDRESS					FAX NUMBER			
spettit@nkcsd.k12.mo.us 816 413 5005								
LEAD INSTITUTION	N OF HIGHER EDUCA	TION						
Northwest Missouri State University								
ADDRESS (STREET ADDRESS, CITY, STATE & ZIP-CODE)								
800 University D	Drive, Maryville, Mo	O 64468						
	NAME AND TITLE OF CONTACT				TELEPHONE NUMBER			
Dr. Marilyn Rhea	а				660 562 1497			
E-MAIL ADDRESS					FAX NUMBER			
msrhea@mail.n	msrhea@mail.nwmissouri.edu 660 562 1188							

SECTION III - ASSURANCES AND CERTIFICATION

Should an award of funds from the Mathematics and Science Partnership Program be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the (State Department of Education) that the authorized official will:

- Upon request, provide the Missouri Department of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;
- Conduct educational activities funded by this project in compliance with the following federal laws: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Americans with Disabilities Act of 1990; and Improving America's Schools Act of 1994;
- 3. Use grant funds to supplement and not supplant funds from nonfederal sources;
- 4. Take into account during the development of programming the need for greater access to and participation in the targeted disciplines by students from historically under represented and under served groups;
- 5. Submit, in accordance with stated guidelines and deadlines, all program and evaluation reports required by the U.S. Department of Education and the Missouri Department of Education.
- 6. Ensure that private schools in the attendance area of the public school's participating in the Mathematics and Science Partnership Program will be consulted in a timely and meaningful way. The Applicant will arrange for and facilitate the equitable participation of non-public staff in the planning of this project and the participation of nonpublic educational personnel in professional development activities developed by this proposal as required by Section 9501 of NCLB.

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

SIGNATURE(S) OF AUTHORIZED REPRESENTATIVE

DATE 9-6-05

SECTION IV - CHANGES OR REVISIONS TO FIRST YEAR GRANT

Provide a narrative of any changes or revisions the applicant wishes to make to the grant for the second year.

SECTION V - PROJECT TIMELINE

Provide a timeline for the implementation of activities. This timeline must also include four (4) advisory meetings with both high-need school districts and higher education representatives. The project timeline section must be double-spaced and may not exceed two (2) pages.

SECTION VI - BUDGET NARRATIVE

The budget narrative should describe the basis for determining the amounts shown on APPENDIX B – TOTAL BUDGET page. The budget narrative may be single-spaced. Both the total budget and the narrative description should be aligned with the activities described in your approved first year grant and should reflect any coordinated uses of resources from other sources.

SECTION VII - APPENDIX

The proposal appendix should include only the following documents:

- 1. A partnership identification form (see Appendix A) for each NEW partner;
- 2. A Total Budget form(see Appendix B), and
- 3. A Statement of Nonpublic School Participation form for each registered nonpublic school in the attendance area of the LEAs represented in this application.

SECTION VIII - PROPOSAL SUBMISSION AND REVIEW

Applicants must submit an original and four copies of the renewal proposal to the Department. The original must include an original signature of the authorized institutional official on the cover page. All grant applications must be delivered to the Discretionary Grants' Section of the Missouri Department of Elementary and Secondary Education by 4:00 p.m. on Monday, September 12, 2005, or must be postmarked not later than September 12, 2005. Faxed and e-mail applications will not be accepted. Incomplete applications will not be considered. Proposals should be mailed or delivered to:

Craig Rector, Director
Federal Discretionary Grants
Department of Elementary and Secondary Education
P.O. Box 480
205 Jefferson Street
Jefferson City, MO 65102-0480

Phone: (573) 526-3232 Fax: (573) 526-6698

E-Mail: Craig.Rector@dese.mo.gov

PROMOTING REASONING AND INQUIRY IN SCIENCE AND MATHEMATICS (PRISM)

Change in high-need partners: North Kansas City School District remains as the lead partner. Chillicothe R-II, Jefferson C 123, Maryville R-II, St. Joseph remain as high-need partners. Avenue City School District in Cosby, North Harrison R-II School District in Eagleville and St. Gregory's School (private) in Maryville were dropped as partnership schools. There were no applications received from teachers in those districts. Albany R-III in Albany contacted the PRISM office and made request to be added as a high-need partner. There are three teachers in the PRISM program from the Albany district. Partnership documents and letter of support are included in this report.

Objectives- Achievement of the goals will be measured by: Only items #2 is modified.

- 2. The written assessment of the alignment of district curricula with state-level expectations was replaced with the Survey of Enacted Curriculum (SEC) administered by Wisconsin Center for Education Research through the Council of Chief State School Officers. The survey was completed by 55 teachers. Five teachers did not take the survey because of one of the following reasons
 - Two did not teach science the previous year which was used as the benchmark
 - Two were not under contract to teach during the previous year
 - One was admitted to the program on September 1 in response to a request by a partnership school

The survey will be completed by participating teachers prior to the summer institute each year. The survey data will be used to measure the impact of participating in the PRISM program.

Recruitment: 60 teacher applications were accepted prior to the summer institute. One teacher resigned prior to the institute for family reasons. 59 teachers completed the summer institute and one teacher was added after the institute concluded. This teacher will complete all activities of program held after September 1, 2005.

Follow-up activities: The Interface math and science conference sponsored by DESE has been added to the sponsored professional development activities required for participation in the PRISM project.

BUDGET NARRATIVE (Revised October 2005)

<u>Salaries</u>: Salary is calculated at 100%FTE for 12 months for the Project Director (\$53,040). Principle Investigator and Co-PI are calculated at 15%FTE and 10% respectively for the 9 month Academic Year plus the salary for teaching two 3 credit hour content class for participants during the summer institute. The Principle Investigator will also teach the 1 credit hour special projects follow-up class during the school year (PI=\$21,322; CoPI=\$13,685). Funds are requested to pay science content faculty to teach two sections of a 3 credit hour class, plus lab during the summer institute (\$9, 359). All salaries for faculty teaching in the PRISM program as calculated as per line 1982, Chapter 2, page 45 of Faculty Handbook available on the NWMSU website.

Funds are requested for salary and benefits for five (5) master teachers to serve as coach/mentors for participants and to assist with the summer institute (\$38,760 x 5= \$193,800). Funds are requested to provide a full-time secretary for the PRISM II office to facilitate communications between stakeholders, maintain budget records, and manage purchasing supplies and payments to participants (\$23,312).

All salaries reflect an increase of 2% from year 1.

<u>Fringe Benefits</u>: Fringe benefits, which include all benefits available to regular Northwest employees, are calculated at a rate of 26% for professional staff, 33% for clerical staff.

Purchased Services:

Stipends: Stipends for teachers include \$1,500 for summer institute, \$75 per videoconference, and \$75 for non-contract days while attending a professional conference. Mentoring incentives for both participating teacher and a partner teacher at their school are requested at rate of \$250 for each teacher. Funds are requested to provide modest stipends to administrators participating in the administrators academy meetings.

<u>Travel:</u> Funds are requested to cover the cost of travel for the PD making visits to school districts and coach/mentors to conduct on site mentoring, travel by staff to remote sites for video conferencing, and expenses related to travel to STOM and Interface conferences for PRISM staff (8) and participants (60). Funds are requested to cover out of state travel for the PRISM staff (8 people) to disseminate information about the project to a national audience.

<u>Subsistence</u>: Funds are requested to cover the cost of on-campus housing if requested and food service while participants attend the summer institute. Funds to cover the cost of the administrators academy meetings are also requested.

<u>Processing Fees:</u> Since the university has agreed to waive tuition for the classes taken as part of the PRISM project, funds to cover processing fees at a rate of \$85 per class are requested. Participants will take 3 courses for a total of 7 credit hours. This processing fee also contributes towards the services utilized by the grant such as purchasing, cashiering, accounting, maintenance, registration and all electronic services.

<u>Instructional Materials</u>: Funds are requested at \$1000 for 60 teachers to cover the cost of teaching materials, textbooks and supplies during the second year. Teaching materials will go with public school teachers into their home school. Items in this category include:

Textbook purchase, Models of Teaching course (\$125+shipping, Atlas of science literacy set; \$83 + shipping Instruction, a models approach 4th edition)

Textbooks for science content course (to be determined estimated at \$150)

Purchase of software needed for classroom instruction

Probe ware (dissolved oxygen, pH, turbidity, thermocline) needed for conducting inquiry into environmental quality (extension from year 1 when teachers received the base unit GLX cost estimated at \$620 + shipping)

Supplies for conducting lesson study seminar (Textbook has been purchased)

Supplies for conducting inquiry lessons during summer academy

Participating teachers will receive a membership in STOM to facilitate local collaboration and in NSTA to provide them with access to a high quality professional organization and journal. Membership in STOM is included in conference registration.

Other materials and supplies: Funds are requested to cover the cost of whole group advisory board meetings (2 per year), normal teaching supplies, office supplies, telephone, postage, copies, video equipment and tapes, office equipment and the lease of computers. Funds to cover the cost of ITV sites (5) and web page maintenance are also requested. Funds are requested to cover the cost of employing at least one consultant. This year it is expected that a team from Iowa State University in Ames will be contracted to conduct a seminar in lesson study and Dr. Amy Grimes at Delmar University will be contracted to do a benchmarking visit to the PRISM staff regarding scoring of Science Classroom Observation Profile Study (SCOPS)

<u>Capital Outlay</u>: There is no capital outlay, as no single item purchased will exceed \$1,000. This meets criteria established by Northwest.

BUDGET NARRATIVE

<u>Salaries</u>: Salary is calculated at 100%FTE for 12 months for the Project Director. Principle Investigator and Co-PI are calculated at 15%FTE and 10% respectively for the 9 month Academic Year plus the salary for teaching two 3 credit hour content class for participants during the summer institute. The Principle Investigator will also teach the 1 credit hour special projects follow-up class during the school year. Funds are requested to pay science content faculty to teach two sections of a 3 credit hour class, plus lab during the summer institute. Funds are requested for salary and benefits for five (5) master teachers to serve as coach/mentors for participants and to assist with the summer institute. Funds are requested to provide a full-time secretary for the PRISM II office to facilitate communications between stakeholders, maintain budget records, and manage purchasing supplies and payments to participants.

<u>Fringe Benefits</u>: Fringe benefits, which include all benefits available to regular Northwest employees, are calculated at a rate of 26% for professional staff, 33% for clerical staff.

Purchased Services:

<u>Stipends</u>: Stipends for teachers include \$1,500 for summer institute, \$75 per videoconference, and \$75 for non-contract days while attending a professional conference. Mentoring incentives for both participating teacher and a partner teacher at their school are requested at rate of \$250 for each teacher. Funds are requested to provide modest stipends to administrators participating in the administrators academy meetings.

<u>Travel:</u> Funds are requested to cover the cost of travel for the PD making visits to school districts and coach/mentors to conduct on site mentoring, travel by staff to remote sites for video conferencing, and expenses related to travel to STOM and Interface conferences for PRISM staff (8) and participants (60). Funds are requested to cover out of state travel for the PRISM staff (8 people) to disseminate information about the project to a national audience.

<u>Subsistence</u>: Funds are requested to cover the cost of on-campus housing if requested and food service while participants attend the summer institute. Funds to cover the cost of the administrators academy meetings are also requested.

<u>Processing Fees:</u> Funds to cover processing fees at a rate of \$85 per class are requested. Participants will take 3 courses for a total of 7 credit hours.

<u>Instructional Materials</u>: Funds are requested at \$1000 for 60 teachers to cover the cost of teaching materials, textbooks and supplies during the second year. Teaching materials will go with public school teachers into their home school. Participating teachers will receive a membership in STOM to facilitate local collaboration and in NSTA to provide them with access to a high quality professional organization and journal. Membership in STOM is included in conference registration.

Other materials and supplies: Funds are requested to cover the cost of whole group advisory board meetings (2 per year), normal teaching supplies, office supplies, telephone, postage, copies, video equipment and tapes, office equipment and the lease of computers. Funds to cover the cost of ITV sites (5) and web page maintenance are also requested. Funds are requested to cover the cost of employing at least one consultant each year.

<u>Capital Outlay</u>: There is no capital outlay, as no single item purchased will exceed \$1,000. This meets criteria established by Northwest.

Project Activities Timeline (October 2005 through September 2006)

PRISM teachers	Administrators Academy	Advisory Board	Staff
Video conference Evaluating inquiry-based teaching (November 12) STOM Fall conference Designated meeting for PRISM teachers Special projects in science education class (1 cr hr)	Exploration of teaching behaviors linked to inquiry-based strategies (October 6) Evaluating inquiry-based teaching (November 12) Joint meeting with teachers	1 whole group 1 with individual school district representatives to plan customized inservice activities	Planning and delivering video conferences, STOM presentations, classroom visits, initial planning for summer course work Administer and score pretests Establish baseline for teaching behaviors using SCOPS
2 video conferences		1 whole group 1 with individual school district representatives to plan customized inservice activities	Planning and delivering video conferences, Interface conference presentations, classroom visits, and developing summer course work Score mid and year end videos using SCOPS Whole school PD activities with partnership schools as requested
Summer Institute Earth as a System (3 cr) Integrating ecology and earth processes Models of Teaching (3 cr) Incorporating researched- based teaching strategies into lesson design and delivery. Includes misconceptions, questioning strategies, wait time and journaling.			Preplanning and teaching classes in cooperation with A&S faculty Follow-up activities to include data collection, classroom video taping and scoring using SCOPS Planning and delivering video conference
	1 video conference	1 video conference	1 video conference

Adardon

Questions on Math and Science Partnership Renewals

PRISM II, 4-8 Science Northwest Missouri State University

Page 1, Section I

Please justify the number of teachers to be served directly. You have mentioned 60 in other parts of the application. 60 Teachers are enrolled in the academy and related activities. 60 additional teachers are being served as partner teachers in the grant activities. We have elected to list 60 as the number served and address the other 60 in the narrative and in the MSP report as "others" being served.

Budget Narrative

How can the Director be paid for 100% FTE if that same person appears to be paid for other activities in the grant proposal? The director is a full-time employee of the PRISM grant and devotes 100% of her time to the grant during regular business hours. The director is employed by the university as adjunct faculty teaching Middle and Secondary Science Methods on Wednesday evenings, from 6-8:50PM. The director does not receive additional pay from the grant for any of the grant activities. This would be in violation of university policy.

Please itemize the salaries in both the Budget Narrative and the Budget form. See attached

Please provide more clarification as to what the Processing Fees are and why they are needed? Since the university has agreed to waive tuition for the classes taken as part of the PRISM project, funds to cover processing fees at a rate of \$85 per class are requested. Participants will take 3 courses for a total of 7 credit hours. This processing fee also contributes towards the services utilized by the grant such as purchasing, cashiering, accounting, maintenance, registration and all electronic services. This explanation has been added to the Budget Narrative.

Please itemize the Instructional Materials that each teacher will be receiving. They must be linked to learner objectives of the academy and not a "wish list".

The focus of study during the grant year is the integration of biology and geology. Instructional materials may include:

Textbook purchase, Models of Teaching course (\$125+shipping, Atlas of science literacy set; \$83 + shipping Instruction, a models approach 4th Ed.)
Textbooks for science content course (to be determined estimated at \$150)
Purchase of software needed for classroom instruction (To be determined)
Probeware (dissolved oxygen, pH, turbidity, thermocline) needed for conducting inquiry into environmental quality (extension from year 1 when teachers received the base unit GLX; cost estimated at \$620 + shipping)
Supplies for conducting lesson study seminar (Textbook has been purchased)
Supplies for conducting inquiry lessons during summer academy

Please provide details concerning the employing of at least one consultant. What will they provide to further your program? Who do you have in mind to provide these services?

This year it is planned that a team will be contracted to conduct a seminar in lesson study during the first full day of the summer institute. Because of travel logistics, our first choice is a team from Iowa State University in Ames (preliminary contact has been made). A backup to this plan is to contract Jackie Hurd from the San Mateo School District in California to provide similar service. Dr. Amy Grimes at Delmar University will be contracted to do a benchmarking visit to the PRISM staff regarding scoring of Science Classroom Observation Profile Study (SCOPS)

Statement of Non-Public School Participation

St. Patrick, St. Joseph – Please re-contact Mr. Turpin and provide him with information about the grant program so he can choose Box 1, 2 or 3.

Mr. Turpin was initially contacted via certified US mail with a signed receipt. When PRISM did a mass mailing to generate applications, his school was included. Evidently neither document made it to his desk and he refuses to sign as requested. I have made personal phone contact with Mr. Turpin twice and in our most recent conversation, I offered an invitation to his qualified teachers (grades 4-8 science) to attend our spring video conferences. I have shared with him that the teaching focus of these conferences will be environmentally related disease connecting biology and ecology and I have given him the dates and location. I have shared our website URL with him so he can share the program with his teachers. Further, we agreed to have the mentor coach working his area to do a school visit and answer any questions he has about the PRISM program. I have also added his name to an on-going list of schools and individuals who might be interested in future PD activities at Northwest.

St. Paul Lutheran School, St. Joseph - St. Paul's is an eligible non-public school in your public school attendance area. It was contacted in your first proposal but was not included in the renewal. Please contact the school and extend an invitation to have them included in the project and complete a Statement of Non-Public School Participation form.

This school was contacted and the requested statement of non-public school participation is to be faxed to us.

St. Andrews School, North Kansas City - St. Andrews is an eligible non-public school in your public school attendance area. It was not contacted in your first proposal and was not included in the renewal. Please contact the school and extend an invitation to have them included in the project and complete a Statement of Non-Public School Participation form.

St. Andrews is a K-4 school that was identified as not eligible in the original data provided to PRISM by DESE in fax dated June 22, 2004. They were not included in the planning of the grant. Their status has since changed. A first attempt to contact the principal was unsuccessful. When contact is made, teachers in this school will be invited to participate in video conferencing activities and given the URL of the website so they can learn more about PRISM. The school will also be added to an on-going list of schools and individuals who might be interested in future PD activities at Northwest Missouri State University.

APPENDIX A - PARTNER IDENTIFICATION FORM

Copy this form for each NEW partner that is participating in this proposal.

PARTNERSHIP INSTITUTION

Albany III School District

NAME AND TITLE OF PRIMARY CONTACT

Dale Freeman, Principal

ADDRESS (STREET ADDRESS, CITY, STATE & ZIP-CODE)

101 W Jefferson Street, Albany, MO 64402-1237

TELEPHONE NUMBER

660 726 3911

FAX NUMBER

660 726 5841

E-MAIL ADDRESS

dfreeman@albany.k12.mo.us

TYPE OF INSTITUTION/ORGANIZATION

Public school

DESCRIBE THE PARTNERS MAIN ROLE IN THIS PROPOSAL

Duties of participating partner schools

- Provide support to participating teachers that will enable them to attend at least one professional conference per school
 year. Provide support to the participating teachers by sending at least one administrator to the Administrator's Academy
- Provide the PRISM project staff with data for evaluation purposes.
- Provide the PRISM project director and RPDC representatives with access to classrooms of participating teachers in order to facilitate on-site coaching
- Work in collaboration with the PRISM staff to facilitate onsite professional development opportunities for other members
 of the science teaching staff at partner schools. These activities will utilize the PRISM teachers as co-facilitators providing
 them with the experience needed to conduct professional development activities beyond the life of the grant.

Albany R-II qualifies as a high-need school.

Students on FRL program - 39%

Students less than Proficient on 7th grade Science MAP - 68%

Letter of Commitment K-12 Partner

As a partner in a project funded by the Math Science Partnership Grant Title IIB, I hereby commit my school district school or school(s) within the district to provide access to classroom-level teacher and student demographic and achievement data as requested by the Project Director for the purposes of measuring the impact of the grant.

Examples of data that will be required for evaluation purposes include (but are not limited to):

- > pre- and post-test scores in teachers' and possibly students' content knowledge;
- > teacher interviews;
- > student interviews;
- > classroom videotaping;
- > classroom-level MAP test results;

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- > aggregated building-wide and/or district-wide MAP test results;
- > results of standardized tests administered by the district;
- > classroom-level math and/or science assessments administered in the grade levels participating in the project

The Project Director guarantees the confidentiality of student, teacher, and school information in reporting. Analyses of all data collected will be made available to the K-12 partners so that they can be used to improve school or school district achievement in math and/or science.

Printed Name: Harry J. Wheeler III Title:	Supt.	
Signature: Hany Wholes III School District: A (bany R-III	,	
School District: A (bay R-III		
School: Virginia E. George Elen + Albany R-III Mille Date:	9-6-05	_
, ,		
Please provide reference for date of approval by Board of Education		
Approval granted at meeting held on August 17, 2005		

ALBANY R-III SCHOOL DISTRICT "The District on the Move"

Dale R. Freeman Elementary Principal Harry J. Wheeler III, Interim Superintendent 101 W Jefferson Albany, MO 64402 Phone: (660) 726-3911

Michael D.Adkins, MS/HS Principal

September 6, 2005

Dr. Marilyn Rhea PRISM - Project Director 800 University Drive Northwest Missouri State University Maryville, MO. 64468

660-726-5841

Dear Dr. Rhea:

The Albany R-III School District welcomes the opportunity to participate in the PRISM 2 Project grant and to partner with other schools in Missouri. The opportunity for our staff to network with other teachers and to facilitate the training of others in the implementation of research-based science and math instructional methodology that supports state and national standards will be of tremendous benefit. This partnership will be instrumental in our effort to meet the needs of an ever-changing society, as well as the needs of our students and the expectations of our community.

The Albany R-III School District will support the grant by providing the participating staff release time to attend required meetings. The District will allow assessments of students in the classes of participating teachers and encourage our staff to attend summer training and other meetings.

The Albany R-III School District appreciates the opportunity to participate in the PRISM 2 Project and we look forward to working with you and other educators throughout the state.

Sincerely.

Harry J. Wheeler III Superintendent

Harry & Wheles #

	SUP			
APPENDIX B – TOTAL BUDGET (additional pages may be copied)	Y	'EAR 2	YEA	R 3
BUDGET ITEMIZATION 6100: Salaries		271112	,	
		291,206		
Professional Clerical		23,312		
Olefical				
				1
6100 Subtotal	\$	314518	\$	
6200: Employee Benefits (optional categories)				
FICA Benefits calculated at 26% professional and				
Medicare 33% clerical				
Retirement (Teacher or Non-Teacher)				
Health, Life, and/or Dental Insurance				
Other Benefits				
Other Berleits				
6200 Subtotal	\$	83407	\$	
6300: Purchased Services				
Travel, in state		78,365		
Travel, out of state		9,600		
Stipends, teachers and administrators		153,000		
Subsistence, teachers and administrators		61,800 15, 300		
Processing fees		4,680		
Professional memberships, teachers and mentor coaches Consultants		5,000		
Consultants		,		
6300 Subtotal	\$	327745	\$	
6400: Materials/Supplies				
Instructional materials (textbooks, lab supplies, data collection expenses)		60,800		
Office (supplies, computer leases, distance learning fees and expenses, costs associated		12,000		
with advisory board meetings, telephone, postage, copies)				
6400 Subtotal	\$	72800	\$	
6100-6400 SUBTOTAL	\$	798470	\$	0
6500: Capital Outlay				
6500 Subtotal	\$	0	\$	
	+		-	
TOTAL — (Transfer Subtotal funding areas to SECTION I)	\$	798470	\$	0

APPENDIX D - STATEMENT OF NONPUBLIC SCHOOL PARTICINATIO

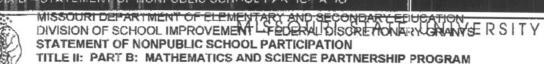


MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF SCHOOL IMPROVEMENT LEDERAL DISCRETIONARY CHANGE RSITY

STATEMENT OF NONPUBLIC SCHOOL PARTICIPATION TITLE II: PART B: MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM

St. Gregory Barbarigo	TELEPHONE NUMBER 660 - 582 - 2462		
NAME OF NONPUBLIC SCHOOL CONTACT PERSON J	Maryville R-2		
DIRECTIONS			
To be completed by each registered nonpublic school in the public school district ar	nd submitted with the district's application.		
Mail the completed form to: Federal Discretionary Grants, Missouri Department of Jefferson City, MO 65102-0480	Elementary and Secondary Education, PO Box 480,		
Questions, contact Federal Discretionary Grants: Ph: (573) 526-3232; Fax: (573) or e-mail to: webreplyimprfdg@dese.mo.gov	526-6698;		
PLEASE CHECK THE MOST APPROPRIATE STATEMENT:			
Administrator and/or teachers in my school have been involved in the students to participate in these programs.	planning of this project. I plan for my teachers and/or		
 2. I was invited to participate in planning but chose not to do so. My sche 	ool will not participate in this program.		
 Administrators and/or teachers in my school have been involved in the participate in these programs because of philosophical, religious, or 	e planning of the project. I do not plan for my teachers to other reasons.		
4. Administrators and/or teachers in my school have been involved in the participation does not seem equitable. Until changes are made for e participate.	e planning of this project, but the options for nonpublic quitable options, I do not plan for my teachers to		
 Administrators and/or teachers in my school have not been properly in information before I can decide whether or not my school should part 	ticipate.		
ASSURANCES: Title IX of No Child Left Behind Act includes the following consultation nonpublic schools in Title II: Part B: Mathematics and Science Partnership Program 1. In general - To ensure timely and meaningful consultation, a local education such agencies shall consult with appropriate private school officials in the general this proposal. This consultation must occur during the design and develop application is submitted to DESE, on issues such as: (A) how the children's needs will be identified; (B) what services will be offered; (C) how, where, and by whom the services will be provided; (D) how the services will be assessed and how the results of the assessme (E) the size and scope of the equitable services to be provided to the eligible educational personnel and the amount of funds available for those services how and when the agency, consortium, or entity will make decisions about consideration and analysis of the views of the private school officials on third-party providers.	m. In all agency, educational service agency or consortium of geographic attendance area of the LEAs participating in imment of the program, under this Act and before the grant and will be used to improve those services; le private school children, teachers, and other ices; and out the delivery of services, including a thorough		
Timing - Such consultation shall occur before the agency or consortium ma private school children, teachers, and other educational personnel to partic	akes any decision that affects the opportunities of eligible cipate in programs under this Act.		
 Discussion required - Such consultation shall include a discussion of service delivery mechanisms that the agency or consortium could use to provide equitable services to eligible private school children, teachers, administrators, and other staff. 			
COMMENTS: Up had a change in recognited and use us	are unable to have our		
Science teacher be involved in the PRISM	program, for 2005-2006.		
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APPENDIX D - STATEMENT OF NONPUBLIC SCHOOL PARTICINATIO



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NAME OF NONE	Charles Borromes	816 - 436-1009
NAME OF NONE	PUBLIC SCHOOL CONTACT PERSON	NAME OF SCHOOL DISTRICT IN WHICH NONPUBLIC SCHOOL IS LOCATED
DIRECTIC	Mary M 1 Morene man man and Armstra	m-North Kausas Cista Mr.
to be comp	pleted by each registered nonpublic school in the public school district at	nd submitted with the district's application.
Mail the cor Jefferson C	mpleted form to: Federal Discretionary Grants, Missouri Department of ity, MO 65102-0480	Elementary and Secondary Education, PO Box 480,
	contact Federal Discretionary Grants: Ph; (573) 526-3232; Fax: (573); webreolyimpridg@dese.mo.gov	526-6698;
PLEASE CI	HECK THE MOST APPROPRIATE STATEMENT:	
1.	 Administrator and/or teachers in my school have been involved in the students to participate in these programs. 	planning of this project. I plan for my teachers and/or
2	. I was invited to participate in planning but chose not to do so. My scho	ool will not participate in this program.
□ 3.	 Administrators and/or teachers in my school have been involved in the participate in these programs because of philosophical, religious, or 	planning of the project. I do not plan for my teachers to other reasons.
□ 4.	 Administrators and/or teachers in my school have been involved in the participation does not seem equitable. Until changes are made for e- participate. 	planning of this project, but the options for nonpublic quitable options, I do not plan for my teachers to
☐ 5.	Administrators and/or teachers in my school have not been properly in information before I can decide whether or not my school should part	volved in the planning of this project. I need more icipate.
suc this app (A) (B) (C) (D) (E)	general - To ensure timely and meaningful consultation, a local education agencies shall consult with appropriate private school officials in the gaproposal. This consultation must occur during the design and develop plication is submitted to DESE, on issues such as: how the children's needs will be identified; what services will be offered; how, where, and by whom the services will be provided; how the services will be assessed and how the results of the assessme the size and scope of the equitable services to be provided to the eligible educational personnel and the amount of funds available for those services and when the agency, consortium, or entity will make decisions absconsideration and analysis of the views of the private school officials on third-party providers.	nt will be used to improve those services; e private school children, teachers, and other cas; and out the delivery of services; including a thorough
	ning - Such consultation shall occur before the agency or consortium ma rate school children, teachers, and other educational personnel to partic	
	cussion required - Such consultation shall include a discussion of service ald use to provide equitable services to eligible private school children, to	
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The te	reaver, we had not been part of a	be the participating feachers.
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	TURE OF NONPUBLIC OFFICIAL MALEY M. COMPLEXION M	8/30/05
Called	8/31/05 to explain that they wered - How receipt of registered letter Manyville	e notified of grant on
6/23/	04 - Have receipt of registered letter Maryvill	de, Missoul 64468-6001
	will be notified of any subsequent	grant apportunities ynple-
∀CE 0J	ST CHARLES SCHOOL	08/30/2002 12:38 8164366293

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APPENDIX D - STATEMENT OF NONPUBLIC SCHOOL PARTICHATIO



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF SCHOOL IMPROVEMENT LEDERAL DISCRETIONARY CHANGE R SITY

STATEMENT OF NONPUBLIC SCHOOL PARTICIPATION
TITLE II. PART B. MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM

NAME OF A	GAL.		
		BLIC SCHOOL	TELEPHONE NUMBER
		amis	816 - 238 - 0281
6)	BLIC SCHOOL CONTACT PERSON	NAME OF SCHOOL DISTRICT IN WHICH NONPUBLIC SCHOOL IS LOCAT
		(beary,	Kansas City/St. Joseph
DIREC			and the second
To be co	ompl	eted by each registered nonpublic school in the pub	lic school district and submitted with the district's application.
		pleted form to: Federal Discretionary Grants, Misso y, MO 65102-0480	ouri Department of Elementary and Secondary Education, PO Box 480,
Questio or e-ma	ns, c	ontact Federal Discretionary Grants: Ph: (573) 526 webreplyimprfdg@dese.mo.gov	-3232; Fax: (573) 526-6698;
PLEASI	E CH	ECK THE MOST APPROPRIATE STATEMENT:	
×	1.	Administrator and/or teachers in my school have be students to participate in these programs.	een involved in the planning of this project. I plan for my teachers and/or
	2.	I was invited to participate in planning but chose no	t to do so. My school will not participate in this program.
	3.	Administrators and/or teachers in my school have be participate in these programs because of philosophy	peen involved in the planning of the project. I do not plan for my teachers thical, religious, or other reasons.
	4.	Administrators and/or teachers in my school have to participation does not seem equitable. Until change participate.	neen involved in the planning of this project, but the options for nonpublic ges are made for equitable options, I do not plan for my teachers to
	5.	Administrators and/or teachers in my school have r information before I can decide whether or not my	ot been properly involved in the planning of this project. I need more school should participate.
nonpubl	In g such this app (A) h (B) v (C) h (E) th e (F) h	hools in Title II: Part B: Mathematics and Science I eneral - To ensure timely and meaningful consultation in agencies shall consult with appropriate private scheroposal. This consultation must occur during the clication is submitted to DESE, on issues such as: now the children's needs will be identified; what services will be offered; now, where, and by whom the services will be provided to the size and scope of the equitable services to be producational personnel and the amount of funds avail toward when the agency, consortium, or entity will consideration and analysis of the views of the private hird-party providers.	on, a local educational agency, educational service agency or consortium tool officials in the geographic attendance area of the LEAs participating in design and development of the program, under this Act and before the graded; to of the assessment will be used to improve those services; ovided to the eligible private school children, teachers, and other able for those services; and make decisions about the delivery of services, including a thorough a school officials on the provision of contract services through potential
۷.	priva	ng - Such consultation shall occur before the agenc ate school children, teachers, and other educational	y or consortium makes any decision that affects the opportunities of eligib personnel to participate in programs under this Act.
3.	Disc	cussion required - Such consultation shall include a d use to provide equitable services to eligible privati	discussion of service delivery mechanisms that the agency or consortium eschool children, teachers, administrators, and other staff.
COMMI	ENT	S:	
ORIGINAL 8	IGNA	URE OF NONPUBLIC OFFICIAL	DATE

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APPENDIX D - STATEMENT OF NONPUBLIC SCHOOL P. RTICL A TO



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION DIVISION OF SCHOOL IMPROVEMENT LIFEDERALL DISCRETIONARY CHANGE RSITY

STATEMENT OF NONPUBLIC SCHOOL PARTICIPATION

TITLE II: PART B: MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM

MAME OE NOMBI IBI IC SCHOOL	
Holy MSS Litheron School 816 45	3 75/1
NAME OF NONPUBLIC SCHOOL CONPACT PERSON ON THE NAME OF SCHOOL DISTRICT IN WHICH IN NAME OF SCHOOL DISTRICT IN WHICH IN	AS CITY
DIRECTIONS	
To be completed by each registered nonpublic school in the public school district and submitted with the district's a	pplication.
Mail the completed form to: Federal Discretionary Grants, Missouri Department of Elementary and Secondary Education City, MO 65102-0480	cation, PO Box 480,
Questions, contact Federal Discretionary Grants: Ph: (573) 526-3232; Fax: (573) 526-6698; or e-mail to: webreplyimprfdg@dese.mo.gov	
PLEASE CHECK THE MOST APPROPRIATE STATEMENT:	
 Administrator and/or teachers in my school have been involved in the planning of this project. I plan for students to participate in these programs. 	or my teachers and/or
2. I was invited to participate in planning but chose not to do so. My school will not participate in this pro	gram.
 Administrators and/or teachers in my school have been involved in the planning of the project. I do not participate in these programs because of philosophical, religious, or other reasons. 	ot plan for my teachers to
4. Administrators and/or teachers in my school have been involved in the planning of this project, but the participation does not seem equitable. Until changes are made for equitable options, I do not plan for participate.	
5. Administrators and/or teachers in my school have not been properly involved in the planning of this prinformation before I can decide whether or not my school should participate.	oject. I need more
 ASSURANCES: Title IX of No Child Left Behind Act includes the following consultation requirements concerning the nonpublic schools in Title II: Part B: Mathematics and Science Partnership Program. In general - To ensure timely and meaningful consultation, a local educational agency, educational services such agencies shall consult with appropriate private school officials in the geographic attendance area of this proposal. This consultation must occur during the design and development of the program, under this application is submitted to DESE, on issues such as: (A) how the children's needs will be identified; (B) what services will be offered; (C) how, where, and by whom the services will be provided; (D) how the services will be assessed and how the results of the assessment will be used to improve those (E) the size and scope of the equitable services to be provided to the eligible private school children, teach educational personnel and the amount of funds available for those services; and (F) how and when the agency, consortium, or entity will make decisions about the delivery of services, incliconsideration and analysis of the views of the private school officials on the provision of contract service third-party providers. Timing - Such consultation shall occur before the agency or consortium makes any decision that affects the private school children, teachers, and other educational personnel to participate in programs under this Actual services to eligible private school children, teachers, administrators, and other could use to provide equitable services to eligible private school children, teachers, administrators, and other could use to provide equitable services to eligible private school children, teachers, administrators, and other could use to provide equitable services to eligible private school children, teachers, admini	e agency or consortium of the LEAs participating in Act and before the grant e services; ers, and other uding a thorough es through potential e opportunities of eligible et.
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APPENDIX D - STATEMENT OF NONPUBLIC SCHOOL PARTICI 'A TIO



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION DIVISION OF SCHOOL IMPROVEMENT LEDERAL DISCRETIONARY BRANTSE R SITY

STATEMENT OF NONPUBLIC SCHOOL PARTICIPATION

TITLE II: PART B: MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM

and a second					
NAME OF NONPUBLIC SCHOOL	TELEPHONE NUMBER				
St. Patrick School	8/6-453-097/				
NAME OF NONPUBLIC SCHOOL CONTACT PERSON NAME OF NONPUBLIC SCHOOL DISTRICT IN WHICH NONPUBLIC SCHOOL IS LOCATED					
Vickie Lamb	North Kansas City				
DIRECTIONS					
To be completed by each registered nonpublic school in the public school district a	and submitted with the district's application.				
Mail the completed form to: Federal Discretionary Grants, Missouri Department of Jefferson City, MO 65102-0480	Elementary and Secondary Education, PO Box 480,				
Questions, contact Federal Discretionary Grants: Ph: (573) 526-3232; Fax: (573) or e-mail to: webreplyimprfdg@dese.mo.gov	526-6698;				
DI FACE CUPOY THE MOOT ADDRODDIATE OTATEMENT.					
PLEASE CHECK THE MOST APPROPRIATE STATEMENT:					
 Administrator and/or teachers in my school have been involved in the students to participate in these programs. 	planning of this project. I plan for my teachers and/or				
2. I was invited to participate in planning but chose not to do so. My sch	nool will not participate in this program.				
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 Administrators and/or teachers in my school have been involved in the participation does not seem equitable. Until changes are made for participate. 					
 Administrators and/or teachers in my school have not been properly information before I can decide whether or not my school should pa 					
ASSURANCES: Title IX of No Child Left Behind Act includes the following consult nonpublic schools in Title II: Part B: Mathematics and Science Partnership Progration 1. In general - To ensure timely and meaningful consultation, a local educate such agencies shall consult with appropriate private school officials in the this proposal. This consultation must occur during the design and develor application is submitted to DESE, on issues such as: (A) how the children's needs will be identified; (B) what services will be offered; (C) how, where, and by whom the services will be provided; (D) how the services will be assessed and how the results of the assessment (E) the size and scope of the equitable services to be provided to the eliginal educational personnel and the amount of funds available for those services (F) how and when the agency, consortium, or entity will make decisions all consideration and analysis of the views of the private school officials of third-party providers.	em. ional agency, educational service agency or consortium of geographic attendance area of the LEAs participating in pment of the program, under this Act and before the grant ent will be used to improve those services; ble private school children, teachers, and other vices; and bout the delivery of services, including a thorough				
Timing - Such consultation shall occur before the agency or consortium makes any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this Act.					
 Discussion required - Such consultation shall include a discussion of service delivery mechanisms that the agency or consortium could use to provide equitable services to eligible private school children, teachers, administrators, and other staff. 					
COMMENTS:					
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Victil Land	8-31-05				

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APPENDIX D - STATEMENT OF NONPUBLIC SCHOOL PARTICINATIO



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF SCHOOL IMPROVEMENT LA FEDERAL DISCRETIONARY CHANNER RSITY

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STATEMENT OF NONPUBLIC SCHOOL PARTICIPATION
TITLE II. PART R. MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM

	TITLE II. PART B. WATHEMATICS AND SCIENCE PAR	KINEKSHIF FROGRAM
NAME OF N	- PATrick 57 Josyph MO	TELEPHONE NUMBER (8/6) - 23 2 - 900 /
NAME OF N	ONPUBLIC SCHOOL CONTACT PERSON	NAME OF SCHOOL DISTRICT IN WHICH NONPUBLIC SCHOOL IS LOCATED
1	Heis Turpin	St Joseph mo
DIREC	7,00	
Control of the local limits	mpleted by each registered nonpublic school in the public school district	and submitted with the district's application.
	,	*** * ********************************
	completed form to: Federal Discretionary Grants, Missouri Department of a City, MO 65102-0480	f Elementary and Secondary Education, PO Box 480,
	is, contact Federal Discretionary Grants: Ph: (573) 526-3232; Fax: (573 to: webreplyimprfdg@dese.mo.gov) 526-6698;
OI G-IIIai	webreprymphag@dese.mo.gov	
PLEASE	CHECK THE MOST APPROPRIATE STATEMENT:	
	 Administrator and/or teachers in my school have been involved in the students to participate in these programs. 	e planning of this project. I plan for my teachers and/or
	2. I was invited to participate in planning but chose not to do so. My sci	hool will not participate in this program.
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	 Administrators and/or teachers in my school have been involved in the participation does not seem equitable. Until changes are made for participate. 	
4	 Administrators and/or teachers in my school have not been properly information before I can'decide whether or not my school should pa 	
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DIVISION OF SCHOOL IMPROVEMENT - FEDERAL DISCRETIONARY GRANTS

STATEMENT OF NONPUBLIC SCHOOL PARTICIPATION TITLE II: PART B: MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM

NAME OF NONE	ECHOOL	TELEPHONE NUMBER
St. Paul L.	aran School	816 279 1118
1	SCHOOL CONTACT PERSON	NAME OF SCHOOL DISTRICT IN WHICH NONPUBLIC SCHOOL IS LOCATED
	SCHOOL CONTACT PERSON	
Ronnie Pist		St. Joseph SD
DIRECTIC		
To be com:	d by each registered nonpublic school in the public school	district and submitted with the district's epplication.
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	ited form to: Federal Discretionary Grants, Missouri Depar	tment of Elementary and Secondary Education, PU Box
480, Jefferei	City, MO 65102-0480	
	met Federal Discretionary Grants: Ph. (673) 526-3232; Fa	oc (573) 529-6898;
ore-mail to	vop.om.eesb@abhamiylqerds	
PLEASE CI	X THE MOST APPROPRIATE STATEMENT:	
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	d/or students to paracipate in these programs.	
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MO 500-2-1	C.A.	

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August 25, 2005

Dear Colleague,

I am writing to inform you about a collaborative project between Northwest Missouri State University and school districts in the northwest Missouri region. This grant is for the upgrading of science content knowledge and pedagogy for middle level science teachers and the effective use of evaluation of science teachers for their administrators.

An administrator at your school was contacted last year regarding the PRISM project and signed a form indicating your awareness of the project. I am aware that you and your staff are not participating in this grant. However, the requirements for a second round of funding for the federal program include documentation that you are aware of the grant. I have enclosed the necessary form for your signature to verify this contact. I would appreciate your help in getting the required notifications completed. Please check the appropriate box and add your signature to the bottom, then return the form to me in the enclosed envelope, or FAX it to me at 660 562 1188. As is usually the case, I need the form as soon as possible.

Thank you so much for your assistance.

msrhea@mail.nwmissouri 1. Article Addressed to: BShop Hoan Memorial Shop Is delivery address of If YES, enter delivery D. Is delivery address of If YES, enter delivery	Tele of Dall
2. Article Number (Transfer from service label) PS Form 3811, February 2004 2. Millicothe, MD (6360) 3. Service Type Certified Mail DE Control Insured Mail DE Control 4. Restricted Delivery? (Extra	eturn Receipt for Merchandise O.D. Fee) 102595.00



August 25, 2005

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Thank you so much for your assistance. Sincerely, Director, PRISM Project COMPLETE THIS SECTION ON DELIVERY SENDER: COMPLETE THIS SECTION msrhea@mail.nwmissouri.d Complete items 1, 2, and 3. Also complete ☐ Agent item 4 if Restricted Delivery is desired. ☐ Addresse Print your name and address on the reverse so that we can return the card to you. B. Received by (Printed Name) C. Date of Deliver Attach this card to the back of the mailpiece, 4-26-05 or on the front if space permits. D. Is delivery address different from item 1? ☐ Yes ☐ No If YES, enter delivery address below:

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PS Form 3811, February 2004

(Transfer from service label)

2. Article Number

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Domestic Return Receipt

3. Service Type
Certified Mail

☐ Registered ☐ Insured Mail

4. Restricted Delivery? (Extra Fee)

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102595-02-M-15

☐ Yes

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☐ Return Receipt for Merchandis



August 25, 2005

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Thank you so much for your assistance.

2. Article Number

(Transfer from service la PS Form 3811, February 2004

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Sincerely, Marilyn S. Rhea, PhD SENDER: COMPLETE THIS SECTION COMPLETE THIS SECTION ON DELIVERY Director, PRISM Project ■ Complete items 1, 2, and 3. Also complete A. Signature msrhea@mail.nwmissouri item 4 if Restricted Delivery is desired. Agent Print your name and address on the reverse ☐ Addressee so that we can return the card to you. Attach this card to the back of the mailpiece, C. Date of Delivery or on the front if space permits. D. Is delivery address different from item 1? 1. Article Addressed to If YES, enter delivery address below:

Service Type
 Certified Mail

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☐ Yes

102595-02-M-1540



August 25, 2005

Dear Colleague,

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Thank you so much for your assistance.

Sincerely, Director, PRISM Project SENDER: COMPLETE THIS SECTION COMPLETE THIS SECTION ON DELIVERY msrhea@mail.nwmisso ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. € Addressee Print your name and address on the reverse so that we can return the card to you. B. Received by (Printed Name) C. Date of Delivery Attach this card to the back of the mailpiece, or on the front if space permits. D. Is delivery address different from item 1? If YES, enter delivery address below: Service Type ☐ Express Mail Certified Mail ☐ Registered ☐ Return Receipt for Merchandise ☐ Insured Mail ☐ C.O.D. 4. Restricted Delivery? (Extra Fee) ☐ Yes 800 2 Article Number (Transfer from service label)

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Sincerely,

Promoting Reasoning and Inquiry in Science and Math

August 25, 2005

Dear Colleague,

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2. Article Number

(Transfer from service label) / PS Form 3811, February 2004

Director, PRISM Proje SENDER: COMPLETE THIS SECTION COMPLETE THIS SECTION ON DELIVERY msrhea@mail.nwmisso Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ☐ Agent Print your name and address on the reverse ☐ Addresser so that we can return the card to you. B. Received by (Printed Name) C. Date of Delivery Attach this card to the back of the mailpiece. 8-26-09 or on the front if space permits. ☐ Yes D. Is delivery address different from item 1? If YES, enter delivery address below: 3. Service Type Certified Mail ☐ Express Mail ☐ Registered ☐ Return Receipt for Merchandise ☐ Insured Mail ☐ C.O.D. 4. Restricted Delivery? (Extra Fee) ☐ Yes

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